



TRANSFER OPPORTUNITY

For Current State Employees

Office Assistant (Typing)

Department of Industrial Relations

Division of Administration

Personnel Unit

San Francisco

Position: Office Assistant (Typing) Rg A \$2003-2354
Rg B \$2172-2641

Location: 455 Golden Gate Avenue, San Francisco, CA 94102

Duties: Under the supervision of the Staff Services Manager and direction of other staff as assigned, performs a variety of clerical duties relating to the Personnel Office, such as filing; typing; photo copying; delivering and distributing; ordering supplies; and processing billings. Acts as receptionist for the Personnel Office, answers the telephone, provides simple information to callers and visitors to the office or refers them to persons who can assist them and takes messages. Also, acts as receptionist for examinations administered in the Personnel Office.

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381
CALNET 593-4381

Submit application By March 23, 2006

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.